

MEMORANDUM

TO: Central Office, Regional Centers, DSN Boards and Contracted Providers

FROM: Kathi K. Lacy *Kathi K. Lacy*
Associate State Director, Policy

RE: Directive 250-08-DD

DATE: July 20, 2009

The South Carolina Department of Disabilities and Special Needs (DDSN) recently circulated Departmental Directive 250-08-DD for comment with an effective date of June 30, 2009. Please reference the table below for the number, name and status of the directive which is now published on DDSN's website at www.ddsn.sc.gov

Reference #	Directive Title	Status	Applicability
250-08-DD	Procurement Requirements for Local DSN Boards	Revised	Central Office, Regional Centers, DSN Boards and Contracted Providers

NOTE:

Attached is a revised copy of 250-08-DD covering procurement at the Boards to which four major changes have been made to the existing document:

First of all, practices and dollar amounts have been revised to more closely follow the most recent edition of the Consolidated Procurement Code. The section on written solicitations has been expanded to provide more detail about the Request for Quotes.

The most significant update is the addition of two appendices, one for the Request for Quotes method, and the other for Competitive Sealed Bidding. Each includes step-by-step instructions and templates of all forms that would be necessary to conduct each procurement type. The aim of this is to promote uniformity and consistency when conducting procurements through written solicitations across each of the Boards.

Finally, page numbers have been revised and a table of contents included. Links were inserted to simplify navigation when viewing an electronic copy of the document.